



# COURSE CATALOGUE



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# ACCOUNTING

## AWARD IN BUSINESS ACCOUNTING

 90 Tuition hours       Delivered online

 MQF Level 3

This course provides a foundational understanding of accounting within business contexts. Learners will gain practical skills in bookkeeping, ledger accounting, financial reporting, VAT, and bank reconciliation, while aligning with Maltese regulations. Topics include petty cash, trial balances, final accounts for various entities, asset depreciation, and interpretation of financial data through ratios. Learners will also explore both manual and computerised systems, working alongside supervisors to manage accruals, prepayments, and tax control processes.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in both Mathematics and English Language

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## AWARD IN ADVANCED BUSINESS ACCOUNTING

 100 Tuition hours  Delivered online

 MQF Level 4

This advanced course builds on core accounting skills to address complex business scenarios. Learners will cover branch and company accounts, cost and management accounting, share and debenture issues, financial group consolidation, and incomplete accounts. Emphasis is placed on budgeting, variance analysis, capital appraisal, ratio analysis, and decision-making techniques. The course aligns with Standard Accounting Practices and IFRS, preparing learners to support supervisory roles and contribute effectively to strategic financial reporting and business control functions.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 3 qualification in Accounts

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## AWARD IN PAYROLL PROCESSING

 41 Tuition hours  Delivered online


 MQF Level 3

This course equips learners with the skills to accurately manage payroll processes in line with Maltese legislation. Topics include employee data management, payroll calculations for full- and part-time staff, national insurance contributions, fringe benefits, and final settlement tax (FSS) documentation. Learners will also handle payslips, FS forms, termination payments, and statutory reports, both manually and electronically. Emphasis is placed on compliance, accuracy, and using payroll software to support organisational payroll and reporting functions.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in both Mathematics and English Language

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## AGRICULTURAL SCIENCE

### INTRODUCTION TO AGRICULTURE, PRACTICES, TECHNOLOGY AND POLICY

 12 Tuition hours

 Classroom-based training

 MQF Level 3


This course explores the history of agriculture, modern technologies, and sustainable practices. Students will learn to improve farming efficiency, soil health, and water conservation. Topics include GMOs, agricultural policies, economic and environmental impacts, farm management, food safety, and the role of technology in farming.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## SOIL AND PLANT SCIENCE

 21 Tuition hours

 Classroom-based training

 MQF Level 3


This course focuses on managing soil health for optimal plant growth and sustainability. Students will learn to utilise organic fertilisers and mitigate the environmental impacts of fertiliser use. The syllabus includes different types of inorganic fertilisers, their nutrient availability, and interactions with soil properties. Learners will also explore the role of organic matter in soil structure and nutrient retention, ensuring effective use of both organic and inorganic fertilisers.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist


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## GENETIC TECHNIQUES AND INNOVATION

 12 Tuition hours

 Classroom-based training

 MQF Level 3


This module evaluates the benefits and controversies of GMOs in agriculture, including increased crop yield, pest resistance, and nutritional enhancement. Students will understand the techniques behind GMO development and their role in modern agriculture. The curriculum covers ethical, environmental, and health concerns, as well as the integration of aquaponics and other innovations. Learners will also compare traditional and modern agricultural practices, assessing their evolution and relevance in today's farming systems.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist


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## SUSTAINABLE AND INTENSIVE AGRICULTURE

 12 Tuition hours

 Classroom-based training

 MQF Level 3


This course addresses sustainable farming practices and their role in global food security. Students will explore food safety standards, certification processes, and the impacts of intensive agriculture. This module also compares organic, biological, and conventional farming methods, emphasising soil health, water conservation, and biodiversity. Learners will implement strategies to enhance farm sustainability, optimising resource use and improving environmental outcomes.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## PESTS, DISEASES AND IPM

 12 Tuition hours

 Classroom-based training

 MQF Level 3


This course covers methods for preventing and controlling pests and diseases in crops and livestock. Students will learn to use pesticides safely, recognise key pests and diseases, and differentiate between various types. The course content includes developing prevention plans, following best practices for pesticide storage and disposal, and complying with regulatory and safety standards. Learners will also implement protective measures for human health and the environment and conduct pest and disease assessments in agricultural settings.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## ANIMAL HUSBANDRY

 21 Tuition hours  Classroom-based training

 MQF Level 3


This course focuses on sustainable and humane animal farming practices. Students will learn ethical handling, housing, and management of livestock, ensuring welfare standards. The curriculum covers health and welfare management across various livestock industries, preventive health care measures, and principles of animal breeding. Learners will also advise on nutritional needs, monitor animal behaviour, and identify signs of stress or poor health.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## FARM MANAGEMENT

 21 Tuition hours  Classroom-based training

 MQF Level 3


This course focuses on developing and implementing effective farm plans and budgets based on comprehensive business management principles. Students will produce decision-making tools, execute risk management plans, and ensure compliance with agricultural laws and regulations. The training also covers fundamental principles of farm business management, assessing economic and operational factors, and developing sustainable resource management practices to enhance long-term productivity.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## THE USE OF MACHINERY AND EQUIPMENT

 21 Tuition hours  Classroom-based training

 MQF Level 3


This module focuses on maintaining and repairing agricultural machinery. Students will develop maintenance schedules, diagnose and perform basic repairs, and comply with safety protocols. The curriculum explores components and operating principles of farm equipment, comparing traditional and modern machinery. Additionally, learners will explore recent innovations, including automation and precision agriculture, and implement sustainable practices to reduce emissions. Eco-friendly alternatives, such as renewable energy-powered equipment, are also examined.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist

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## FOOD AND FOOD SYSTEMS

 12 Tuition hours  Classroom-based training

 MQF Level 3


This course focuses on monitoring and improving the sustainability of food systems. Students will ensure the quality and compliance of processed foods through proper techniques and certification standards. During this training, the production and benefits of fermented products, key components of food systems, and strategies to enhance sustainability from environmental, economic, and social perspectives will also be explored. Lastly, learners will develop and propose improvements for sustainable food systems.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist


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## FINAL PROJECT

 12 Tuition hours

 Classroom-based training

 MQF Level 3


In this module, students will conduct a thorough desktop study on a chosen subject area, demonstrating their ability to manage and execute research projects. They will also address the main themes and methodologies covered throughout the programme. At the end of the module, participants will be able to effectively structure, document, and present their research findings in a clear and professional manner.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate
- Must hold a MQF Level 2 qualification in Award in Principles of Gardening and Landscaping or similar, including the Certificate of Competence for Gardener and Horticulturalist
- Must have successfully completed all modules under the Agricultural Science category

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## BUSINESS SKILLS

### AWARD IN EFFECTIVE TEAM WORKING SKILLS

 20 Tuition hours       Delivered online

 MQF Level 4

This course enhances team leadership and collaboration skills. It covers efficient team leadership, team synergy management, conflict resolution strategies, and handling difficult team members. Students will learn to define team roles, be effective team members, and use appropriate communication methods. Ideal for those seeking to improve their team management and leadership skills.

#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

 Christian Grima

 2220 1606

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## AWARD IN COMMUNICATION SKILLS

 20 Tuition hours  Delivered online

 MQF Level 4

This course enhances communication skills in diverse contexts. It covers effective use of communication modes, active listening, report-writing, handling challenging situations, and understanding networking personality types. Students will learn appropriate communication techniques, language choice in written communication, and meeting preparation. Ideal for those seeking to improve their professional communication skills.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

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## AWARD IN ENGLISH FOR BUSINESS


 100 Tuition hours  Delivered online

 MQF Level 4

This course enhances professional communication and presentation skills. It covers making contact with visitors, handling requests, telephone etiquette, business correspondence, setting up meetings, and preparing for presentations. Students will learn to deal with challenging situations, represent the company at trade fairs, and present new ideas. Ideal for those seeking to improve their professional communication skills.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language or have at least 3 years' work experience

 Vincent Aquilina

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## AWARD IN WORK ETHICS

 16 Tuition hours  Delivered online

 MQF Level 4

This comprehensive course equips professionals with the knowledge and skills to cultivate an ethical and respectful workplace. Participants will explore core principles of work ethics, strategies for navigating social and cross-cultural diversity, and methods for identifying and addressing conflicts of interest. The course emphasises developing personal integrity, adhering to ethical policies and regulations, and maintaining high-quality standards. Learners will also gain practical skills in managing challenging situations, communicating effectively in multicultural environments, and promoting a positive, compliant, and productive work environment.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

 Christian Grima

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## PRINCIPLES OF GDPR

 10 Tuition hours  Delivered online

This course provides an understanding of GDPR, its importance, and key data protection concepts. It delves into the principles of personal data processing, lawfulness, fairness, and transparency. Participants will learn about lawful grounds for processing, conditions for valid consent, and the rights of data subjects, including the right to access and erase data.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## AWARD IN GDPR FOR THE DATA PROTECTION OFFICER

 20 Tuition hours  Delivered online

 MQF Level 4

This comprehensive GDPR training course equips participants with the knowledge to comply with regulations, plan for compliance, understand legal requirements, identify rights and consents,

handle data breaches, and protect personally identifiable information. It also covers the roles of data controllers and processors, and the implications of non-compliance.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

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## PRESENTATION AND PUBLIC SPEAKING SKILLS

 30 Tuition hours

 Blended learning


This course enhances communication skills by exploring theories and models of communication, verbal and non-verbal cues, and effective speech and presentation techniques. It emphasises audience engagement, handling challenging situations, decision-making, leadership skills, and overcoming anxiety. It also covers the use of visual aids, practice and rehearsal strategies, and adapting to different delivery contexts, including online presentations.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be familiar with computer and mobile phone operation

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## CRITICAL THINKING


 10 Tuition hours

 Delivered online

This course on critical thinking explores key concepts like logic, argument analysis, and rhetoric. It emphasises personal development, democratic participation, and wisdom pursuit. It helps identify obstacles to critical thinking, employ problem-solving techniques, and understand components like problem-solving, creativity, and decision-making. It also covers argument construction, persuasion, and ethical solution design.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

 Kenny Grima

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## ENHANCING CREATIVITY AND INNOVATION

 12 Tuition hours  Delivered online


This course delves into creativity and innovation, their interplay, and their role in problem-solving. It explores the 6 thinking hats of creativity, techniques like STACK and STEPLE, and tools like SWOT and PESTEL analysis. It also covers motivation, imagination, breaking through patterns, managing risks, and selecting solutions using the Impact-Ability Matrix.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

 Kenny Grima

 2220 1963

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## AWARD IN PLANNING AND ORGANISATIONAL SKILLS

 22 Tuition hours  Delivered online

 MQF Level 4

This course focuses on effective planning and time management, enabling participants to create personal systems for managing time, multitasking, and collaborating within a team. It covers process mapping, information management, workspace organisation, decision-making, critical and lateral thinking skills. It also emphasises delegation, leadership, and the preparation of clear schedules with specific milestones and deadlines.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

 Charles Zammit

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## CHANGE MANAGEMENT

 16 Tuition hours  Delivered online


This course focuses on emotional intelligence and change management, addressing key concepts, types of changes in organisations, and planning for change. It emphasises dealing with conflict, risk management, and the 5Cs of change management. It also covers communication skills, stress management, team-building strategies, and leadership skills required in change management.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

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## AWARD IN INTERPERSONAL SKILLS

 22 Tuition hours

 Delivered online

 MQF Level 4


This course focuses on personal development and interpersonal skills. It covers effective time management, conflict resolution, stress and anger management, dealing with criticism, and handling difficult relationships. It also emphasises self-confidence, emotional intelligence, creativity, innovation, effective communication, flexibility, adaptability, self-management, multitasking, and leadership skills.

## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

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## EMOTIONAL INTELLIGENCE

 10 Tuition hours

 Delivered online

This course is a comprehensive guide to Emotional Intelligence. It equips learners with the understanding of the concept and its five key elements: self-awareness, self-regulation, motivation, empathy, and social skills. Through practical techniques, learners will enhance self-awareness, self-regulation, and improve motivation, empathy, and social skills. The course also explores the benefits of Emotional Intelligence and how to effectively manage emotions in various situations.

## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

 Vincent Aquilina

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## CONFLICT RESOLUTION


 10 Tuition hours

 Delivered online

This course offers learners a detailed understanding of key conflict concepts, including types, sources, stages, and strategies for prevention, management, and resolution. It delves into the theory of the Four Cs and assists learners in identifying conflict sources. Additionally, this training provides action plans for moving forward from conflict and teaches skills such as active listening, empathy, compromise, and effective communication. Lastly, this course emphasises the importance of prevention plans to reduce future conflicts.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

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## AWARD IN INDIVIDUAL LEADERSHIP SKILLS

 14 Tuition hours

 Delivered online

 MQF Level 4

This dynamic course empowers professionals to cultivate essential leadership skills and drive personal growth. Participants explore their strengths, address development areas, and master techniques for self-confidence, resilience, and stress management. You'll analyse leadership styles, learn effective communication, active listening, and trust-building, and master persuasion for personal and professional success. The course culminates in self-evaluation and character development, equipping you to lead with authenticity.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

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## CARE WORKERS

### AWARD IN HEALTH AND SOCIAL CARE

 284 Tuition hours       Delivered online and includes a 150-hour placement


 MQF Level 3


This course prepares aspiring Health Carers with essential skills in client care, hygiene, communication, and teamwork. It covers practical training, clinical observation techniques, infection control, and personal mental health. Emphasising respect for cultural diversity, dignity, and independence, the course equips participants to handle care-related situations and communicate effectively within multidisciplinary healthcare teams.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in Maltese Language and/or English Language
- Maltese citizens must provide a clean Police Conduct Certificate that is not older than 1 year. Non-Maltese citizens must provide a Police Conduct or proof of good standing from their home country, translated into Maltese or English (if not already employed)



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## AWARD IN MOVING AND SAFE HANDLING FOR CARE WORKERS


 6 Tuition hours  Classroom-based training


 MQF Level 3


This course equips participants with the knowledge and practical skills to safely move and handle patients. It emphasizes risk assessment, proper techniques tailored to various scenarios, and the use of assistive devices. Learners will explore relevant anatomy, body mechanics, and injury prevention strategies to ensure the safety and well-being of both patients and caregivers.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 3 qualification in Health and Social Care or equivalent

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## AWARD FOR HEALTH CARE WORKERS


 105 Tuition hours  Delivered online


 MQF Level 4


This course prepares learners to provide compassionate, ethical, and person-centred care. It focuses on accurate record-keeping, safeguarding, infection prevention, and effective communication with clients and stakeholders. Learners will uphold dignity, confidentiality, and inclusivity while managing challenging behaviours and promoting client independence. The course also covers collaboration with multidisciplinary teams and adherence to legal and professional standards to ensure high-quality, respectful care.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be an existing Health Carer and hold a MQF Level 3 qualification in Health Care
- Possess a MQF Level 3 qualification in Health and Social Care or equivalent
  - Note: Prospective learners who have completed the Jobsplus' course Award in Health and Social Care at MQF Level 3 may be exempted from following Modules 6 and 7
- Maltese citizens must provide a clean Police Conduct Certificate that is not older than 1 year. Non-Maltese citizens must provide a Police Conduct or proof of good standing from their home country, translated into Maltese or English (if not already employed)


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## AWARD IN DEMENTIA CARE AND AWARENESS

 9 Tuition hours


 Delivered online


 MQF Level 3


This course prepares learners to deliver person-centred care for individuals living with dementia. It covers the types, symptoms, and stages of dementia, along with risk factors and prevention. Learners will develop skills in communication, behaviour management, cognitive stimulation, and environmental adaptation. The course also addresses end-of-life care, family support, and caregiver well-being, promoting empathy, dignity, and inclusion in dementia care settings.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 3 qualification in Health and Social Care or equivalent


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## AWARD IN NUTRITION AND FOOD SAFETY

 9 Tuition hours


 Delivered online


 MQF Level 3


This course provides learners with the knowledge and skills to manage nutrition and food safety within healthcare environments. It explores macronutrients, micronutrients, dietary needs across life stages, and therapeutic diets. Learners will gain insight into food hygiene, labelling, storage, and the prevention of foodborne illnesses. The course also addresses nutritional management for chronic conditions, malnutrition, and compliance with health and safety standards to support patient well-being.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 3 qualification in Health and Social Care or equivalent

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## MALTESE CULTURE FOR HEALTH CARERS

 7 Tuition hours  Delivered online

This course explores Maltese traditions, family dynamics, and religious influences on caregiving. Participants will learn to identify attitudes towards ageing/disability, develop culturally sensitive communication, and adapt care approaches. Strategies for navigating cultural differences and ensuring respectful, inclusive care for diverse clients will be emphasised.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## SAFEGUARDING THE WELL-BEING OF VULNERABLE INDIVIDUALS

 7 Tuition hours  Delivered online

This course defines and explains elder and disability abuse, covering its forms and warning signs across care settings. Participants will analyse risk factors, learn correct reporting procedures, and apply inclusive intervention strategies. The course also focuses on developing preventive measures, fostering effective communication to build trust, and evaluating real-life case studies through interactive role-playing.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## CHILDCARE EDUCATORS

### VOCATIONAL EDUCATION AND TRAINING AWARD FOR CHILDCARE EDUCATORS

 870 Tuition hours       Delivered online and includes a 500-hour placement

 MQF Level 4

This course delivers a thorough foundation in early childhood care, development, and safety. It covers child development theories, inclusive practices, communication, and planning of age-appropriate activities. Learners will gain skills in safeguarding, observation, documentation, and supporting children with additional needs. The course also includes essential training in health and hygiene, nutrition, and first aid - covering emergency response, CPR, and accident management - ensuring learners can provide safe, responsive, and high-quality care in line with national regulations and best practice.

#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in Mathematics, English and Maltese, or a qualification related to Health Care
  - Note: Non-Maltese citizens are exempt from the Maltese language qualification but must demonstrate the ability to communicate in Maltese

- Maltese citizens must provide a clean Police Conduct Certificate that is not older than 1 year
- Non-Maltese citizens must provide a Police Conduct or proof of good standing from their home country, translated into Maltese or English (if not already employed)
- Individuals who completed the VET Award in Childcare (0-3 years) from 2017 onwards, or the VET Award in Childcare (0-5 years) from 2014 (both offered by Jobsplus), can follow the new modules (Modules 8, 9, 11, and 12) only

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## STORYTELLING IN EARLY CHILDHOOD EDUCATION

 12 Tuition hours

 Delivered online

This course explores the power of storytelling as a tool for learning and development in early childhood. Learners will practise a variety of storytelling techniques, including the use of props, puppets, and voice modulation. The course emphasises adapting stories to children's interests and cultural backgrounds, while fostering language development, emotional intelligence, and social interaction through engaging, participatory storytelling experiences.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


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## IMPLEMENTING THE CHILD-LED APPROACH IN EARLY YEARS EDUCATION

 8 Tuition hours


 Delivered online


This course defines the child-led approach and its principles, exploring how pedagogical models support it. Participants will apply observation and planning strategies to guide learning based on children's interests, facilitating environments that promote autonomy. The course also covers critical reflection on practice aligned with Malta's quality standards and ECEC framework, and collaboration with families.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- This course is ideal for anyone currently working in childcare or as an early years educator, as well as those aspiring to enter these fields


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## KEYWORD SIGNING FOR EARLY YEARS

 9 Tuition hours


 Delivered online


This course defines keyword signing and its importance, differentiating it from full sign language. Participants will demonstrate key signs for common words and phrases in early years settings, using them to support communication and inclusivity. The course covers embedding signing into daily activities, adapting for diverse language needs, recognising benefits for all children, and encouraging consistent use by families and colleagues.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## EARLY IDENTIFICATION AND INCLUSIVE SUPPORT FOR EARLY YEARS LEARNERS



 12 Tuition hours

 Delivered online

This course explores the principles of inclusive education and the identification of developmental delays within the Maltese early years sector. Participants will learn to monitor developmental milestones using observation tools and document concerns professionally for parents and specialists. The course covers implementing inclusive routines, managing referrals, and collaborating with families. Through case studies and checklists, learners will gain the skills to foster equality and draft a comprehensive Inclusion Policy

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Must be employed in the early years educational sector

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## PROGRESS REPORTING AND COMMUNICATION WITH PARENTS/GUARDIANS



 8 Tuition hours





 Delivered online

This course focuses on professional communication and reporting within the early years sector. Participants will learn to draft clear, objective progress reports aligned with the Early Years Cycle Learning Outcomes Framework and authentic assessment approaches. The course covers strategies for fostering family engagement, managing sensitive conversations, and handling culturally diverse backgrounds with respect. Through case studies and parent meeting simulations,

learners will develop the skills to build trust, uphold confidentiality, and lead effective progress meetings.


### Entry requirements


- Must have completed compulsory schooling and be up to 65 years of age
- Must be employed in the early years educational sector

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## AWARD IN ASSISTANT CHILDCARE EDUCATOR







 369 Tuition hours       Delivered online and includes a 200-hour placement

 MQF Level 3

This course provides a comprehensive foundation for aspiring childcare educator assistants in Malta, aligning with MQF Level 3 standards. Participants will explore child development, safety protocols, and the importance of play-based learning for children aged 0-3. The program emphasises professional communication, inclusive practices, and ethical standards within the early years sector. Through a blend of classroom theory and an intensive 200-hour practical placement, learners develop the hands-on skills necessary to support daily routines, monitor milestones, and foster nurturing environments.

### Entry requirements



- Must be aged between 23 and 65 years old
- Possess a MQF Level 1 qualification in Maltese Language and/or English Language


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## CLERICAL

### AWARD IN OFFICE ADMINISTRATION

 239 Tuition hours       Delivered online

 MQF Level 4


This course offers a comprehensive understanding of organisational structures, roles, and cultures. It covers effective communication, teamwork, document creation, IT usage, and efficient information management. It also includes modules on business trip planning, customer service, written communication, and grammar usage in business correspondence.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Individuals with a MQF Level 2 qualification in English Language or an ECDL/ICDL certification are exempt from relevant course modules
- We also welcome individuals with no formal qualifications who have at least one year of office experience

 Christian Grima

 2220 1606


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## CONSTRUCTION

### AWARD AS ASSISTANT TILE LAYER

 104 Tuition hours

 Classroom-based training


 MQF Level 2


This course trains learners to assist in tile laying tasks, with a focus on safety, hazard identification, and handling hazardous materials. It covers the use of tools and equipment, measurements, calculations, and tile selection based on specifications. Learners will gain hands-on experience in laying floor and wall tiles, preparing and applying grout, and carrying out inspections and repairs.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively
- While not strictly mandatory, a MQF Level 1 qualification in Mathematics is highly recommended as it establishes the necessary foundational numeracy for successful course engagement

 Charles Zammit


 2220 1608

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## AWARD IN TILE LAYING

 108 Tuition hours       Classroom-based training


 MQF Level 3


This course trains learners in tile laying, focusing on safety, hazard identification, material selection, and calculations. It includes hands-on experience in tile installation, drilling, cutting, sealant application, and finishing rendered angles. The course emphasises practical skills for professional tile laying.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Must have at least 1 year of work experience in the trade
- Should be able to communicate and understand English or Maltese effectively
- While not strictly mandatory, a MQF Level 1 qualification in Mathematics is highly recommended as it establishes the necessary foundational numeracy for successful course engagement



 Charles Zammit

 2220 1608

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## CERTIFICATE IN STONE MASONRY AND BRICK LAYING


 120 Tuition hours       Classroom-based training


This course provides comprehensive training in stone masonry and brick laying, emphasising safety, hazard management, and use of personal protective equipment. It covers tasks such as ground levelling, stone and brick laying, and construction of arches and stairs. Learners will also gain experience in site preparation, maintenance of tools, and project completion.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age



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 2220 1608

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## AWARD IN PLASTERING

 98 Tuition hours       Classroom-based training

 MQF Level 3


This course provides training in plastering, focusing on safety, hazard management, material selection, and calculations. It covers surface preparation, plaster mixing, application, finishing, and


site cleanup. Learners gain experience in handling tools, working at heights, managing waste, and dealing with workplace hazards. The course emphasises practical skills for professional plastering.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively
- While not strictly mandatory, a MQF Level 1 qualification in Mathematics is highly recommended as it establishes the necessary foundational numeracy for successful course engagement. Applicants with prior experience demonstrating comparable practical numerical skills are also welcome to apply


 Charles Zammit


 2220 1608

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## INTRODUCTION TO GYPSUM BOARD INSTALLATION

 25 Tuition hours


 Classroom-based training


This is a hands-on course that covers the use of various hand tools, techniques for installing gypsum boards on ceilings and walls, and methods for repairing damaged boards. It provides an understanding of different materials and types of boards. The course also emphasises on health and safety recommendations.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


 Charles Zammit


 2220 1608

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## ENGLISH FOR CONSTRUCTION WORKERS

 30 Tuition hours


 Classroom-based training


This course is designed to help construction workers develop practical English communication skills for the job site. Participants will learn to give and follow clear instructions, describe tasks in progress, and use construction-specific vocabulary. The course covers essential safety communication, including reporting incidents and understanding safety signs. Workers will also practice reading construction plans, work orders, and documents, while improving their ability to ask and answer questions effectively. By the end, participants will confidently navigate everyday work situations and contribute to a safer construction environment.


### Entry requirements


- Must have completed compulsory schooling and be up to 65 years of age

- This course is open to individuals currently working in the construction sector or those with a foreign background aspiring to work in the construction industry

 Vincent Aquilina


 2220 1602

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## MALTESE FOR CONSTRUCTION WORKERS


 30 Tuition hours


 Classroom-based training

This training is tailored to help construction workers develop essential Maltese language skills for effective on-site communication. Participants will learn to give and follow clear instructions, describe ongoing tasks, and use construction-specific vocabulary in Maltese. The course places a strong emphasis on safety communication, including how to report incidents and interpret safety signs. Workers will practise reading construction plans, job sheets, and site documents, while improving their ability to ask and respond to questions. By the end, participants will confidently handle workplace tasks and ensure effective communication and safety compliance on-site.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- This course is open to individuals currently working in the construction sector or those with a foreign background aspiring to work in the construction industry


 Kathleen Galea


 2220 1605


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## AWARD IN HEALTH AND SAFETY FOR CONSTRUCTION WORKERS

 10 Tuition hours

 Classroom-based training




 MQF Level 1

This course provides essential training in health and safety for construction workers, focusing on risk assessment, emergency response, and the use of protective equipment. Participants will learn to identify workplace hazards, including dangerous substances and electrical risks, and understand how to manage them. The course covers responsibilities under the Occupational Health and Safety Act (Malta), proper documentation, and best practices for reporting incidents. Workers will gain skills in using equipment for harm prevention, emergency procedures, and collaborating with colleagues to ensure a safe construction environment.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should possess basic knowledge of ICT, including MS Office. Familiarity with MS Teams is required if the learner chooses to follow the course online




## AWARD AS ASSISTANT PLUMBER

 64 Tuition hours Classroom-based training MQF Level 2




This course prepares learners to assist in domestic plumbing tasks. It covers health and safety procedures, hazard identification, handling of hazardous materials, and working at heights. Learners will gain skills in measurements, calculations, use of plumbing tools, and installation of pipe work, storage tanks, and sanitary fittings. They will also learn to comply with safety regulations and employer policies.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 School Leaving Certificate or have at least 2 years of relevant work experience

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## AWARD IN PLUMBING

 74 Tuition hours Classroom-based training MQF Level 3

This course equips learners with the skills to adhere to safety regulations, use appropriate tools, and carry out installations and repairs in domestic plumbing systems. It covers risk assessments, handling hazardous materials, and understanding technical properties of various materials. Learners will also gain proficiency in calculations related to plumbing work and producing maintenance reports.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should meet one of the following criteria:
  - Possess a MQF Level 2 qualification in Mathematics and either Maltese or English Literacy, coupled with a minimum two years' relevant work experience
  - Have successfully completed the MQF Level 2 Award as Assistant Plumber or an equivalent qualification

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## DIGITAL SKILLS

### INTRODUCTION TO AFFILIATE MARKETING


 6 Tuition hours

 Delivered online

This course offers a thorough introduction to Affiliate Marketing. It delves into the fundamentals, ethical practices, and strategies for traffic generation and affiliate sales. Learn how to choose fitting programs, establish trust with audiences, and ensure enduring sustainability. Practical applications with ClickBank and the connection between influencer and affiliate marketing are also examined.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- While not strictly mandatory, basic computer literacy is highly recommended for effective participation and success in the training

 Kenny Grima

 2220 1963

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## INTRODUCTION TO CONTENT WRITING


 12 Tuition hours  Delivered online


This course offers an in-depth introduction to Content Writing, Copywriting, and Content Marketing. It equips you with strategic writing skills, efficiency optimisation, and SEO techniques. Learn to identify your target audience, generate content ideas, overcome writing challenges, and create a robust marketing plan. The course also covers different types of content writing and effective article structuring.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- While not strictly mandatory, basic computer literacy is highly recommended for effective participation and success in the training

 Kenny Grima

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## INTRODUCTION TO DUE DILIGENCE AND COMPLIANCE

 8 Tuition hours  Delivered online


This course provides a detailed overview of due diligence techniques and best practices in acquisitions, understanding of economic and financial sanctions, and their severe consequences. It guides you through the steps to ensure regulatory compliance and internal controls. The course also covers the concept of Customer Due Diligence, with a special focus on its application in iGaming.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- While not strictly mandatory, basic computer literacy is highly recommended for effective participation and success in the training

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## INTRODUCTION TO SEARCH ENGINE OPTIMISATION


 8 Tuition hours  Delivered online


This course offers a solid foundation in Search Engine Optimisation within content marketing. It covers the importance of Crawling, Indexing, Ranking, and the E-A-T Framework. Learn how website content, design, and hosting affect SEO score, build high-quality SEO backlinks, and understand the integration between SEO and Social Media. The course also includes keyword analysis and content strategy.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- While not strictly mandatory, basic computer literacy is highly recommended for effective participation and success in the training

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## USE OF SOCIAL MEDIA IN BUSINESS


 25 Tuition hours

 Delivered online


This course delves into social media's various aspects, including its benefits, risks, and advertising costs. It covers SEO, SEM, PPC, Google Analytics, audience segmentation, and e-commerce. Learn to effectively use platforms like Facebook, LinkedIn, Instagram, Twitter, and YouTube, and explore content influencers and video ad creation.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

 Kenny Grima

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## UNDERSTANDING ARTIFICIAL INTELLIGENCE


 12 Tuition hours


 Delivered online

This is a comprehensive course that explores the history, definitions, and types of AI, including machine learning approaches and Large Language Models (LLMs). It delves into the applications, implications, and interactions with AI, practical AI tools, and its integration in electronics and social media. The course concludes with a look at emerging trends and the future of AI.

## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

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## EMPLOYABILITY SKILLS

### VOCATIONAL EDUCATION AND TRAINING AWARD IN EMPLOYABILITY SKILLS

 72 Tuition hours       Delivered online


 MQF Level 2

This course empowers participants with essential skills for personal and professional growth. It covers self-assessment, assertiveness, ethical values, work-life balance, conflict resolution, decision-making, teamwork, CV and application writing, communication, public speaking, job search strategies, and interview techniques. It promotes inclusivity and respect for diversity in the workplace, and guides participants in setting career goals and creating action plans.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

 Gilbert Mangion


 2220 1611

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## VOCATIONAL EDUCATION AND TRAINING AWARD IN LIFE SKILLS FOR THE WORK ENVIRONMENT

 54 Tuition hours  Delivered online

 MQF Level 3

This course equips participants with key skills for personal development and effective communication. It covers learning styles, time management, self-esteem enhancement, assertiveness, motivation, decision-making, delegation, team collaboration, emotional intelligence, and customer care principles. It also delves into the importance of customer loyalty, traits of strong customer service, and the interplay between sales and marketing.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Must hold a MQF Level 1 qualification in Mathematics and English Language or MQF Level 2 Vocational Education Training Award in Employability Skills

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## AWARD IN JOB SEARCHING TECHNIQUES

 8 Tuition hours  Delivered online


 MQF Level 1

This course focuses on job readiness and career planning. It helps participants identify their skills, strengths, and career options, and teaches effective job search strategies. It includes creating a CV, applying for jobs, using the Jobsplus website, and maintaining a professional online presence. It also covers interview preparation and follow-ups, and goal setting with action plans for career advancement.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Must be a registered job seeker actively looking for new or alternative employment

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## ENTREPRENEURIAL SKILLS


### INTRODUCTION TO ENTREPRENEURSHIP

 8 Tuition hours       Delivered online


This course provides a comprehensive overview of entrepreneurship. It covers the definition, benefits, and challenges of being an entrepreneur, and guides participants through the process of setting up a business, including capital requirements, documentation, and business planning. It also helps participants identify their own entrepreneurial opportunities and the type of business they wish to open.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


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## CHARACTERISTICS OF AN ENTREPRENEUR

 12 Tuition hours       Delivered online

This course fosters assertiveness, self-assurance, and confidence in entrepreneurial tasks. It includes managing attitudes, conducting self-assessments, drafting personal strategies, and understanding one's strengths and weaknesses. It also covers different leadership styles, time management, negotiation skills, effective business writing, and acquiring feedback from customers and stakeholders.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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

## BASIC FINANCIAL MANAGEMENT

 14 Tuition hours       Delivered online

This course provides a deep dive into the financial aspects of starting and running a business. It covers the financial impact of legal formation, cost monitoring, licensing, drafting financial plans, identifying investment sources, and managing suppliers and distributors. It also guides participants in identifying funding sources, understanding business expenses, establishing costs and profit margins, and overseeing financial reports and bookkeeping.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## FINANCIAL MANAGEMENT - TAKING CARE OF ONE'S OWN ACCOUNTS


 14 Tuition hours       Delivered online


This course offers a thorough understanding of financial legislation and reporting. It delves into the Companies Act, Commercial Code, national fiscal policies, local legislation like Social Security, Income Tax, and VAT, and the financial impact of customs procedures. It also explores the workings of capital markets, different insurance types, and the creation of an annual report to assess the business's financial health and ROI.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


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## BUSINESS LAW


 14 Tuition hours


 Delivered online

This course provides a comprehensive understanding of business legalities. It covers different business formats, legal and regulatory challenges, tax regulations, Social Security procedures, trading regulations, Health and Safety obligations, Intellectual Property, Product Safety, Consumer Affairs, dissolution implications, GDPR regulations, and client data handling. It equips participants to navigate the legal landscape of running a business.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## BUSINESS PLANNING


 12 Tuition hours


 Delivered online


This course guides participants in creating a viable business idea, understanding potential impacts, profiling ideal customers, and identifying needed products or services. It includes conducting SWOT & PESTEL analyses, setting SMART goals, creating operational and HR plans, aligning business with marketing and sales strategies, presenting business ideas to potential funders, and managing feedback for continuous improvement.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## GREEN SKILLS

### AWARD IN DIGITAL SKILLS FOR GREEN JOBS

 60 Tuition hours


 Delivered online


 MQF Level 3


This course empowers learners to collaborate effectively in digital contexts, manage digital resources responsibly, and ensure compliance with legal and ethical standards. It emphasises the importance of professionalism in online interactions, efficient management of digital communication tools, and continuous personal learning and skill development. The course also encourages sustainable consumption and fosters a spirit of collective problem-solving in digital business settings.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively



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## AWARD IN GREEN JOBS MOTIVATIONAL TRAINING


 25 Tuition hours  Delivered online


 MQF Level 3


This course prepares learners for green jobs, fostering understanding of their roles and responsibilities. It encourages active participation in discussions on the green economy and promotes the creation of personal action plans. The course emphasises the importance of choosing greener services and products, developing effective communication and problem-solving skills, and setting personal goals in relation to the transition to a green economy.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 1 year of work experience



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## AWARD IN GREEN SKILLS - THE FOUR CHALLENGES EXPERIENCE


 30 Tuition hours  Delivered online


 MQF Level 3


This course prepares learners to address the challenges of Climate Action, Sustainable Consumption, Water and Waste Management, and Green Infrastructure. It emphasises the importance of collaboration, environmental compliance, and responsible practices. Learners will gain skills in effective communication, personal goal setting, and proactive attitudes towards green projects, equipping them to drive transformative changes in sustainability.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English (including the ability to read and write) or have at least 1 year of work experience
- Must also possess basic digital competencies, including the ability to use computers, access the internet, and navigate online learning platforms.



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## ENHANCING THE ENVIRONMENTAL, SOCIAL GOVERNANCE CULTURE (ESG)

 21 Tuition hours  Delivered online



This course provides a comprehensive understanding of Environmental and Social Governance (ESG) principles. It covers ESG reporting, impact on financial performance, and stakeholder engagement. Students will learn to develop ESG initiatives, establish KPIs, and prepare transparent reports. The course also explores inclusive ESG practices and community involvement. It's designed for those seeking to navigate the evolving ESG landscape effectively.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## ENVIRONMENTAL DATA MANAGEMENT SYSTEMS (EDMS)

 11 Tuition hours  Delivered online



This course delves into Environmental Data Management Systems (EDMS) and their role in sustainability. It covers the benefits of EDMS, data collection, and analysis. Students will learn to evaluate organisational needs for EDMS, implement it into existing systems, and ensure data accuracy. The course also discusses ESG reporting for stakeholders and strategies for continuous improvement. It's ideal for those seeking to enhance their organisation's environmental data management.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## ENHANCING SUSTAINABLE BUILDING PRACTICES


 30 Tuition hours  Delivered online


This training course offers an in-depth exploration of sustainable building principles and their significance in modern construction. Students will delve into key design practices, certification methods, and the environmental, economic, and social benefits of sustainable buildings. The course also covers climate-responsive strategies specific to Malta, including insulation techniques, thermal load management, green building materials, health and safety, and energy and water conservation. Additionally, through case studies and real-world applications, students will develop


practical skills to promote sustainability, ensuring they are well-equipped to address contemporary challenges and drive innovation in the construction industry.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively


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## GREEN PUBLIC PROCUREMENT


 6 Tuition hours


 Delivered online


This course offers a thorough examination of Green Public Procurement (GPP), highlighting its environmental, economic, and social benefits. Participants will explore the principles of GPP, examine national policies, legal requirements, and directives, and understand the 2nd National Action Plan. The curriculum includes identifying criteria and priority sectors for GPP, addressing compliance requirements in tender drafting and bidding, and implementing sustainable procurement practices in the private sector. Additionally, the course covers tools for assessing environmental performance and strategies for integrating sustainability into procurement processes.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English effectively

 Kenny Grima

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## HEALTH, SAFETY & SECURITY

### AWARD IN OCCUPATIONAL HEALTH AND SAFETY


 59 Tuition hours  Delivered online


 MQF Level 3


This course equips learners with the skills to implement Occupational Health and Safety principles in the workplace. It covers hazard identification, risk assessments, mitigation strategies, and compliance with legislation. It emphasises the creation of safety reports, use of protective equipment, emergency response, and housekeeping practices. It also teaches learners to review and improve safety practices. Ideal for those seeking to enhance workplace safety.


#### Entry requirements

- Must be aged between 18 and 65 years old
- Should have a basic understanding of English

 Gilbert Mangion


 2220 1611

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## AWARD IN FIRST AID


 16 Tuition hours  Classroom-based training

 MQF Level 4


This course trains learners in essential first aid techniques, including scene management, pathogen protection, and primary casualty surveys. It covers CPR, AED usage, and illness and injury assessments. It also teaches how to treat bleeding, shock, burns, and spinal injuries, and how to apply bandages and splints. A comprehensive guide for those seeking to provide immediate and effective medical assistance.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

 Christian Grima

 2220 1606

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## AWARD IN PAEDIATRIC FIRST AID


 9 Tuition hours  Classroom-based training

 MQF Level 4


This course provides specialised training in first aid for infants and children. It includes emergency communication, incident management, CPR, injury assessment, and treatment for shock and choking. It emphasises safety, legal permissions, and effective use of a first aid kit. Ideal for those in childcare or healthcare professions.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should have successfully completed a recognized First Aid course no more than 12 months before the course start date



 Christian Grima


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## AWARD IN MENTAL HEALTH SUPPORT

 13 Tuition hours  Delivered online




 MQF Level 4

This course offers a deep understanding of mental health, including common disorders, symptoms, and treatments. It covers mental health services in Malta, supportive communication techniques, and crisis management. It emphasises self-care, creating a mentally healthy workplace, and

understanding mental health legislation. Ideal for those seeking to assist and support individuals with mental health issues.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## AWARD IN PRIVATE SECURITY GUARD SERVICES





 40 Tuition hours       Classroom-based training

 MQF Level 2

This course equips private guards with the necessary skills to adhere to licensing requirements, use legal terminology, undertake responsibilities diligently, and comply with relevant legislation. It enhances negotiation, customer care, and teamwork skills, while promoting non-discriminatory practices. The course also covers practical aspects like surveillance, patrols, safety drills, and security investigations.


### Entry requirements

- Must be aged between 18 and 65 years old
- Possess a MQF Level 2 qualification in both Mathematics and English Language
- Should have a clean Police Conduct Certificate

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## AWARD IN PRIVATE SECURITY GUARD SERVICES (REFRESHER)

 10 Tuition hours       Classroom-based training



 MQF Level 2

This refresher course is designed for private guards to stay updated with the latest legislation, legal terminology, and best practices in customer care, teamwork, and security procedures. It reinforces skills in handling third-party interactions, monitoring security risks, conducting patrols, using electronic surveillance systems, and complying with legal requirements during security investigations.

### Entry requirements

- Must be aged between 18 and 65 years old
- Possess a Private Security Guard or Local Warden licence

## MALTESE OCCUPATIONAL HEALTH & SAFETY LEGISLATIVE FRAMEWORK

 22 Tuition hours Delivered online

This comprehensive course equips professionals with a deep understanding of Malta's occupational health and safety legal framework. Explore core principles, key legislation, new responsibilities, enforcement, and penalties, including the Health and Safety Work Act 2024 and Chapter 646 of the Laws of Malta. Gain practical knowledge of the Competent Person Register and the legal aspects of managing health and safety, ensuring safer, more productive workplaces within the Maltese context.


### Entry requirements


- Must be aged between 18 and 65 years old
- Possess a MQF Level 5 qualification in Health and Safety



## HOSPITALITY & CUSTOMER SERVICE

### FOOD HANDLING CATEGORY A


 4 Tuition hours


 Classroom-based training


This course provides comprehensive insights into food safety, covering hygiene, food hazards, prevention of food poisoning, and personal health. It delves into biological, chemical, and physical hazards, including allergens. It emphasises the importance of preventing cross-contamination, proper food storage, and the necessity of reporting illnesses. A must for anyone in the food industry.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


 Christian Grima


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## FOOD HANDLING CATEGORY B


 8 Tuition hours


 Classroom-based training


This course offers a deep dive into food safety, covering hygiene, pathogenic organisms, and food risks. It teaches prevention of food poisoning, proper food storage, and handling of foreign bodies. It emphasises personal health, pest control, and the need to report illnesses. It also covers cleaning, disinfection, waste disposal, and local legal requirements. Essential for food industry professionals.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


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## AWARD IN CUSTOMER HANDLING SKILLS

 20 Tuition hours


 Delivered online


 MQF Level 4


This course empowers learners with skills to handle customer complaints, provide after-sales service, and align with organisational values. It covers customer feedback, service recovery, retention, and satisfaction measurement. It delves into service challenges (PESTEL analysis), active listening, effective questioning, and telephone communication. It also defines quality and teaches effective complaint handling. Ideal for those seeking to excel in customer service.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification or have at least 3 years' work experience

 Christian Grima

 2220 1606


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## ICT

### ICDL WORKFORCE - OFFICE: COMPUTER & ONLINE ESSENTIALS COMPULSORY MODULE


 9 Tuition hours


 Delivered online


This compulsory module of the ICDL Workforce- Office course provides a comprehensive understanding of digital essentials. It covers key concepts of hardware and software, file and data management, and application handling. It also delves into network connectivity, effective online information management, and usage of common communication tools like emails and calendars. Emphasis is placed on digital safety, well-being, and environmental considerations.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



 Vincent Aquilina

 2220 1602

 More details

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## ICDL WORKFORCE - OFFICE: DOCUMENTS COMPULSORY MODULE


 10 Tuition hours  Delivered online


This course equips learners with the skills to create, edit, and manage documents in different formats, stored locally or in the cloud. It covers productivity enhancement using help resources, shortcuts, and tools. Learners will gain proficiency in inserting tables, images, and objects, applying formatting styles, preparing for mail merge operations, and adjusting page settings. Spelling checks and corrections before printing are also emphasised.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



 Vincent Aquilina

 2220 1602

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## ICDL WORKFORCE - OFFICE: PRESENTATIONS COMPULSORY MODULE


 6 Tuition hours  Delivered online


This course teaches learners to create and manage presentations, enhance productivity using help resources, understand and apply presentation views, slide layouts, designs, and themes. It covers formatting text and tables, inserting and aligning images and objects, creating charts, applying animation and transition effects, and checking content before presenting.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



 Vincent Aquilina

 2220 1602

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## ICDL WORKFORCE - OFFICE: SPREADSHEETS COMPULSORY MODULE


 9 Tuition hours  Delivered online


This course focuses on spreadsheet management, data entry, row and column editing, and worksheet operations. It emphasises the creation of mathematical and logical formulas, error recognition, and productivity enhancement. It also covers number and text formatting, chart creation and formatting for meaningful data representation, and spreadsheet checking before printing.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes


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## ICDL WORKFORCE - OFFICE: TEAMWORK COMPULSORY MODULE


 6 Tuition hours

 Delivered online


This course imparts understanding of key concepts related to collaborative tools and platforms. It emphasises managing calendars and tasks for effective team coordination. Learners will gain proficiency in using collaborative tools for communication through conversations, meetings, and webinars, and for storing and sharing information, generating ideas, and creating outputs.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes


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## ICDL WORKFORCE - OFFICE: INFORMATION LITERACY ELECTIVE MODULE


 6 Tuition hours


 Delivered online


This course focuses on determining the need for online information, secure searching using search engines and social media, and critical evaluation of information. It covers managing and organising information using various tools, and planning, drafting, reviewing, and delivering online information.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



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## ICDL WORKFORCE - OFFICE: REMOTE WORK ELECTIVE MODULE


 6 Tuition hours  Delivered online


This course covers understanding of remote work and its models, benefits, and challenges for societies, organisations, and workers. It emphasises self-management, teamwork, and key skills for effective independent and teamwork in remote environments. It also addresses setup considerations for remote work, including health, safety, technical, and security requirements, and identifies tools that support remote work and their effective use.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



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## ICDL PROFESSIONAL - DOCUMENTS COMPULSORY MODULE

 12 Tuition hours  Delivered online


This course covers advanced document formatting, maintaining design consistency, working with referencing features, managing citations and bibliographies, and creating tables of contents, indexes, and cross-references. It also includes enhancing productivity using fields, forms, and templates, applying advanced mail merge techniques, using macros, linking and embedding data, collaborating and reviewing documents, applying security features, working with watermarks, sections, headers and footers, and managing spell check settings.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes



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## ICDL PROFESSIONAL - PRESENTATION COMPULSORY MODULE


 18 Tuition hours  Delivered online

This course delves into advanced presentation skills, including understanding audience and venue considerations, creating templates and themes, using drawing and image tools, chart formatting,


diagram creation, audio/video insertion, animation application, data integration, presentation security, custom slide show creation, and slide show control.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes


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## ICDL PROFESSIONAL - FINANCIAL SPREADSHEETS COMPULSORY MODULE


 18 Tuition hours


 Delivered online


This course covers advanced spreadsheet formatting, handling worksheets, using functions for logical, statistical, financial, and mathematical operations, creating and formatting charts, and working with tables and lists for data analysis. It also includes validating and auditing data, enhancing productivity with named cell ranges and macros, integrating data, comparing and merging spreadsheets, applying security features, and creating and using scenarios.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes


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## ICDL PROFESSIONAL - DATA PROTECTION ELECTIVE MODULE

 8 Tuition hours



 Delivered online

This course covers understanding personal data and its protection, the rationale, objectives, and scope of the EU General Data Protection Regulation (GDPR), and the importance of compliance with data protection regulations. It also includes outlining GDPR principles, understanding the rights of data subjects, and learning how to respond to data breaches and the consequences of non-compliance.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes





## ICDL PROFESSIONAL - DATABASES ELECTIVE MODULE

 27 Tuition hours Delivered online



This course delves into advanced database concepts, relational database creation with complex table relationships, query design and refinement, form enhancement with controls and subforms, report control creation, report presentation enhancement, and productivity improvement with macros, linking, and importing features for data integration.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an 'O' Level standard of education to ensure greater ease in following course terminology and notes

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## AWARD IN WEB DESIGN

 100 Tuition hours Delivered online MQF Level 4


This comprehensive course covers the history, infrastructure, and protocols of the internet, web design principles, HTML and CSS syntax, website security, SEO, and maintenance. It provides practical skills in creating, hosting, and optimising websites, with a focus on usability and design coherence.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

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## AWARD FOR A+ PC TECHNICIANS


 100 Tuition hours Blended learning MQF Level 4


This course imparts knowledge on PC hardware, software, and network troubleshooting, along with the installation and optimisation of various operating systems. It emphasises security measures, use of diagnostic tools, project management, and legal compliance in IT operations. The course also highlights the importance of effective communication and professionalism.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language
- Should have digital competence to follow the course online


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## INTRODUCTION TO FRONT END DEVELOPMENT

 16 Tuition hours


 Delivered online


This course equips learners with essential front-end development skills, including HTML, CSS, and JavaScript basics. It covers responsive design principles, DOM manipulation, and introduces popular frameworks like React, Angular, and Vue.js. Students will learn to create organised content, style web pages, and understand the role of front-end development.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Ideally hold at least an ECDL/ICDL certification or similar


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## AWARD IN DIGITAL LITERACY

 25 Tuition hours


 Classroom-based training

 MQF Level 1

This course covers essential digital literacy skills, including securing data and online transactions, managing user credentials, and ensuring computer security. Participants will learn to differentiate hardware and software, understand internet connections, and perform basic file operations. The course also includes practical tasks like writing emails, using online communities, and basic image editing. Emphasis is placed on computer ethics, privacy, and the role of computers in various sectors.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## LANGUAGE SKILLS

### AWARD IN BASIC ENGLISH FOR CARE WORKERS

 48 Tuition hours


 Delivered online


 MQF Level 2


This course empowers care workers with the ability to communicate effectively in their professional environment. It focuses on understanding key discussions, client interaction, method selection for different situations, grammar and vocabulary usage, and addressing communication barriers. The course also emphasises the importance of respectful language and provides vocabulary for specific scenarios.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

 Gilbert Mangion

 2220 1611

 More details

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## FOUNDATION IN ENGLISH FOR FOREIGNERS

 40 Tuition hours       Delivered online

This course provides a comprehensive foundation in English for non-native speakers. It covers the English alphabet, use of auxiliary verbs, plural nouns, articles, adjectives, and pronouns. It also includes vocabulary for days, months, seasons, nationalities, and countries. The course emphasises correct grammar usage, self-expression, form filling, personal introductions, and talking about various topics. It also teaches shopping and food-related vocabulary.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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## AWARD IN ENGLISH FOR FOREIGNERS - LEVEL 1


 82 Tuition hours       Delivered online

 MQF Level 1

This comprehensive course provides non-native speakers with a deep understanding of English. It covers grammar, vocabulary, sentence construction, and the use of English in various contexts. The course emphasises effective communication, self-expression, and the ability to respond to basic language functions. It also includes lessons on various themes like sports, leisure activities, travel, holidays, and education.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should have successfully completed the Foundation in English for Foreigners course

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## AWARD IN ENGLISH FOR FOREIGNERS - LEVEL 2


 82 Tuition hours       Delivered online


 MQF Level 2


This course offers an advanced study of English grammar, vocabulary, and writing. It delves into various tenses, verb patterns, articles, conjunctions, phrasal verbs, and conditional sentences. It enhances skills in word building, comprehension of newspaper articles, and writing diverse types of texts. The course aims to ensure proficient and correct usage of English in both written and spoken formats.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should have successfully achieved certification in the Award in English for Foreigners - Level 1 or passed a Jobsplus-approved English pre-assessment test


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## AWARD IN GENERAL ENGLISH - LEVEL 3

 215 Tuition hours


 Delivered online

 MQF Level 3

This comprehensive course enhances English proficiency, covering auxiliary verbs, verb forms, tenses, narrative structures, and vocabulary expansion. It emphasises correct language use, text production, participation in discussions, and presentation skills. The course also focuses on understanding various genres of writing, summarising conversations, and mastering modal auxiliary verbs and conditionals.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language, or any certification at MQF Level 3 or above provided that the assessments for that certification were conducted in English

 Vincent Aquilina


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 More details


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## AWARD IN BASIC MALTESE FOR HEALTH CARE WORKERS



 52 Tuition hours


 Delivered online

 MQF Level 1


This course introduces basic Maltese language skills specifically tailored for health care workers to enhance communication with patients and colleagues. Participants will learn essential medical terminology, greetings, and grammar structures, including verb conjugation and the use of articles within clinical contexts. Through interactive role-plays and discussions, learners develop the confidence to manage language barriers, express cultural sensitivity, and build rapport with clients. The training also focuses on practical speaking, listening, reading, and writing skills to improve service delivery and professional collaboration in various healthcare settings.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Must be employed as a health care worker


 Gilbert Mangion

 2220 1611


 More details

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## AWARD IN MALTESE AS A FOREIGN LANGUAGE - LEVEL 1

 82 Tuition hours


 Delivered online


 MQF Level 1

This course offers a comprehensive introduction to Maltese, covering pronunciation, vocabulary, grammar, and practical applications. It includes numbers, time phrases, and themes like home & furnishings, shops, and transport. It enhances sentence construction, comprehension of short passages, and proficiency in both written and spoken formats.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age


 Kathleen Galea

 2220 1605


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## AWARD IN MALTESE AS A FOREIGN LANGUAGE - LEVEL 2

 80 Tuition hours


 Delivered online


 MQF Level 2


The Level 2 course deepens your understanding of Maltese, emphasising complex grammar, verb tenses, and vocabulary expansion. It includes compound tenses, active and passive participles, and themes such as culture, sports, and media. The course enhances your ability to compose different types of texts, formal letters, and comprehend complex texts.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should have successfully achieved certification in the Award in Maltese for Foreigners - Level 1

 Kathleen Galea


 2220 1605

 More details

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## AWARD IN MALTESE LANGUAGE - LEVEL 3

 148 Tuition hours  Delivered online


 MQF Level 3


This course offers comprehensive training in Maltese, covering speaking, writing, reading, and listening skills. It emphasises clear communication, vocabulary usage, grammatical accuracy, and understanding of various text genres. It also includes practice in presentation skills, leadership in discussions, and understanding of workplace instructions, along with a deep dive into the nuances of the Maltese language.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Maltese citizens must possess a MQF Level 2 qualification in the Maltese Language. Non-Maltese individuals must also possess a MQF Level 2 qualification in the Maltese Language and are required to sit for a proficiency test to determine their readiness for the course content.

 Kathleen Galea

 2220 1605

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## MARKETING & SALES

### INTRODUCTION TO MARKETING

 11 Tuition hours       Delivered online

 MQF Level 4

This is a comprehensive course that covers key concepts such as the marketing environment, micro and macro environments, marketing and sales relationship, differences in marketing products and services, five marketing approaches, marketing for NGOs, basic marketing models, and the legal and ethical obligations of marketers.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

 Gilbert Mangion

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## INTRODUCTION TO MARKET RESEARCH

 9 Tuition hours  Delivered online


 MQF Level 4


This course equips students with the skills to conduct market research and analysis, collaborate on market segmentation and target marketing, conduct qualitative and quantitative research, prepare effective questionnaires, and create a marketing strategy based on the results of the market research.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

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## CUSTOMER ENGAGEMENT AND MARKETING MIX

 15 Tuition hours  Delivered online

 MQF Level 4


This course focuses on safeguarding consumer rights, enhancing customer value and satisfaction, and considering environmental factors in marketing. It delves into corporate social responsibility, the 7Ps of marketing mix, product life cycle, brand marketing, and packaging essentials. The course also explores pricing objectives and the AIDA Model of marketing.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

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## INTERNATIONAL MARKETING

 21 Tuition hours  Delivered online

 MQF Level 4

This course provides a comprehensive understanding of international marketing, covering topics such as the Ansoff Matrix, VRIO framework, implications of international marketing strategies, EU trade policy, centralization vs decentralization, international marketing mix, standardization and

adaptation, creation of international strategies, collaboration with Malta's trading partners, and PEST - STEEPLD analysis for international marketing.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

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## DIGITAL MARKETING

 32 Tuition hours       Delivered online

 MQF Level 4

This course delves into both traditional and digital marketing concepts, focusing on customer relationship management, inbound and outbound digital marketing, online platform management, mobile marketing, search engine marketing, digital advertising, email marketing, time management, PPC with Google Ads, digital PR, content marketing, affiliate marketing, influencer collaborations, chatbots, SEO, organic social media marketing, budgeting, optimisation, and ROI measurement.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

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## MARKETING PLAN

 10 Tuition hours       Delivered online

 MQF Level 4

This course guides students in creating a market plan, conducting a SWOT analysis, and performing strategic competitor analysis. It emphasises setting SMART marketing objectives, monitoring the marketing plan for environmental changes, and producing a marketing budget. The course is designed to equip students with practical skills for effective marketing planning and budgeting.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

## COMMUNICATION SKILLS AND SELLING TECHNIQUES

 20 Tuition hours Delivered online MQF Level 4

This course enhances skills in distinguishing between selling a product and a service, effective listening, assertiveness, image projection, self-confidence, and negotiation. It covers various sales techniques including challenger, target account, persuasive, and consultative selling. It also focuses on effective telephone skills, cash handling techniques, counterfeiting prevention, the 7-step personal selling process, and dealing with difficult clients.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language

## AFTER SALES AND CUSTOMER CARE

 20 Tuition hours Delivered online MQF Level 4

This course focuses on building customer trust, managing complaints, after-sales support, and respecting client confidentiality. It covers staying in touch with clients, understanding consumer law, providing good after-sales service, client reactivation, remarketing, building communities, and brand ambassadors. It also includes learning about the MCCA, the local authority that safeguards customers' rights.


### Entry requirements


- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language



## ORGANIC FARMING

### INTRODUCTION TO ORGANIC FARMING

 14 Tuition hours

 Classroom-based training


This course explores the principles and history of organic farming, particularly in Malta. It differentiates between conventional and organic farming, explains the food chain, and discusses the impact of climate change. It highlights the benefits of chemical-free produce and the societal role of organic farmers. The course also covers the conversion process to organic farming and emphasises health and safety precautions when using machinery and solutions.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

 Charles Zammit

 2220 1608

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## LAWS, REGULATIONS AND CERTIFICATION IN ORGANIC FARMING

 10 Tuition hours  Classroom-based training

This course covers the laws and regulations in organic farming, classification of organic operators, and guidelines for their operation. It includes the use of authorised plant protection products and fertilisers, inspection procedures, and classification of infringements. It also explains noncompliance measures, the process of organic farming certification, document management, and introduces contacts from MCCA.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## AGROECOLOGY, AGROBIODIVERSITY, PERMACULTURE AND REGENERATIVE FARMING

 50 Tuition hours  Classroom-based training

This course covers topics such as plant and soil biology, microclimate, and the principles of regenerative farming. It includes an overview of permaculture, design principles, and sustainability indicators. It also discusses the use of natural fertilisers, pest control in organic farming, health and safety measures, and the application of natural remedies and botanical pesticides.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## ORGANIC FARMING PROCESSES


 40 Tuition hours  Classroom-based training

This course covers organic farming processes including no-dig farming, crop rotation, composting, and vermicomposting. It discusses fertigation, the Ruth Stout method, and the Maria Thun biodynamic calendar. It also teaches about seasonality, herb propagation, tree grafting, soil amendment strategies, pruning techniques, and mulching. Emphasis is placed on health and safety precautions when using machinery and solutions.


### Entry requirements


- Must have completed compulsory schooling and be up to 65 years of age

- Should be able to communicate and understand English or Maltese effectively


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## THE PRINCIPLES OF HEALTH, ECOLOGY, FAIRNESS AND CARE IN ORGANIC AGRICULTURE

 10 Tuition hours

 Classroom-based training


This course delves into the principles of health, ecology, fairness, and care in organic farming. It discusses the social aspects of organic agriculture and shares success stories from the field. The aim is to provide a comprehensive understanding of the ethical and societal dimensions of organic agriculture.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively


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## NATURAL REMEDIES APPLIED IN ORGANIC ANIMAL HUSBANDRY

 15 Tuition hours

 Classroom-based training


This training provides a comprehensive understanding of organic animal husbandry, covering topics from basic animal physiology to the use of plants in husbandry. It includes the study of manure properties and applications, different feeds for organic animals, and best practices in poultry, sheep, and goat husbandry. It also emphasises the importance of animal welfare, health, safety, and the use of personal protective equipment.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively


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## COST EFFECTIVENESS AND FUNDS FOR ORGANIC AGRICULTURE

 15 Tuition hours





 Classroom-based training

This training covers the latest technologies in organic farming, recycling processes, and the use of biogas plants for waste-to-energy conversion. It also includes equipment maintenance, marketing strategies for produce, and financial management for sustainability. The course provides



information on available schemes and funds, the benefits of organic farming for businesses, and the importance of good record-keeping practices.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## CHALLENGES TO ORGANIC FARMERS AND MITIGATIONS

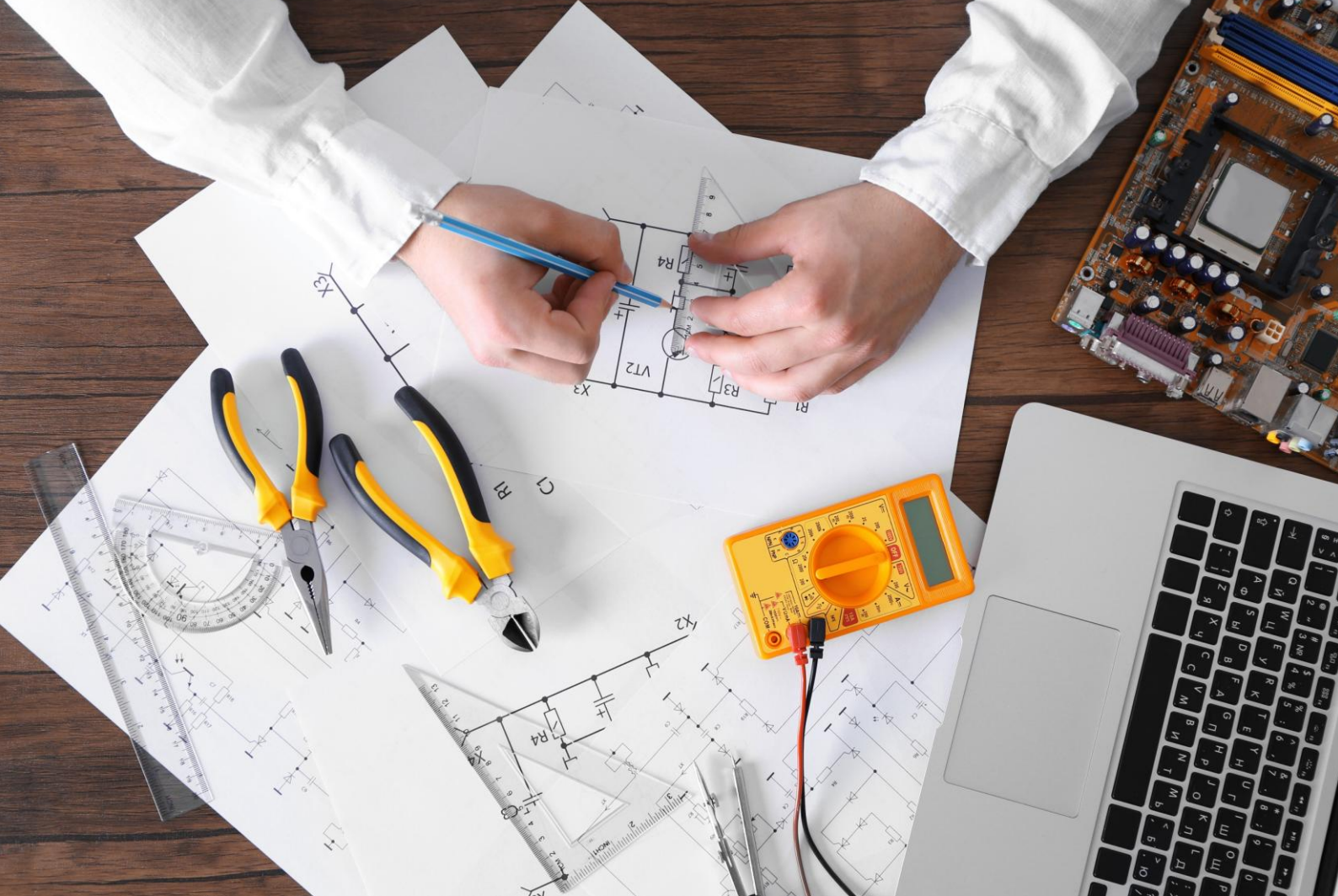
 10 Tuition hours       Classroom-based training

This training addresses the challenges faced by organic farmers, such as water availability, field location, cost of produce, and societal awareness. It proposes sustainable solutions like cover cropping and seed saving. The course also explores the creation of a circular economy in agriculture, the virtuous cycle between farmers and consumers, and provides various case studies for better understanding.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

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## TECHNICAL

### INTRODUCTION TO ELECTRICAL WORKS

 21 Tuition hours  Classroom-based training


This is a practical course that covers the basic principles of electricity, use of electrical materials, understanding of electrical safety, and the theory of Ohm's law. It includes hands-on practice with various electrical components and circuits, and explores special locations like bathrooms and kitchens. The course also introduces renewable energy systems and emphasises on health and safety.


#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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### AWARD IN PRINCIPLES OF ELECTRICAL AND ELECTRONICS ENGINEERING





 180 Tuition hours  Classroom-based training

 MQF Level 3

This course provides comprehensive training in electronics/electrical trade safety, hazard management, and use of protective gear. It includes handling hazardous materials, RoHS compliance, and manual operations. It also covers mathematical operations, energy principles, circuit calculations, and electronic component handling. The course emphasises the correct use of testing instruments, assembly processes, and soldering techniques, concluding with fibre optic cable handling.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 2 qualification in English Language and either Mathematics or Physics

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## AWARD IN REFRIGERATION AND AIR-CONDITIONING





 95 Tuition hours  Classroom-based training

 MQF Level 3



This training covers the maintenance and handling of tools and equipment in line with health and safety regulations, including the proper handling of hazardous materials. It delves into the components of a Refrigeration and Air-Conditioning (RAC) system, its installation, repair, and maintenance. The course also discusses climate change, the Kyoto Protocol, and the use and management of refrigerants, including compliance with relevant legislation.


### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 qualification in Mathematics, English and Maltese

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## AWARD FOR ASSISTANT ELECTRICAL FITTER (ELECTRICIAN)


 101 Tuition hours  Classroom-based training


 MQF Level 2


This course imparts essential electrical safety, circuit creation, and equipment installation skills. It emphasises collaboration with licensed professionals, adherence to regulations, and correct use of protective devices. It covers installation requirements, maintenance procedures, and fault repair in various electrical contexts.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess a MQF Level 1 qualification in English and Mathematics

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## ELECTRICAL DOMESTIC INSTALLATIONS (LICENCE A)


 110 Tuition hours


 Classroom-based training


This training covers a wide range of topics in electrical domestic installation, including electrical units, resistance networks, Ohm's law, voltage drop, power loss, and illumination. It delves into the IEE regulations, safety requirements, control sequences, load assessment, circuit types, protection needs, and electromagnetic induction. The course also includes practical aspects like installation testing, earthing, wiring systems, and cable selection.


## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Possess an 'O' Level qualification in Mathematics and Physics.
  - Individuals who do not possess these requirements will be requested to follow a short course and obtain a pass mark in basic mathematics and basic physics to be eligible
- Able to provide a medical certificate confirming no colour blindness (required for safety reasons)


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## AWARD IN PHYSICS & MATHEMATICS FOR ELECTRICAL FITTERS

 100 Tuition hours

 Classroom-based training





 MQF Level 2

This comprehensive training covers a broad spectrum of physics, mathematics, and electrical principles. It includes arithmetic operations, algebra, geometry, trigonometry, thermodynamics, kinetic and potential energy, electrical calculations, principles of electricity, properties of conductors and insulators, principles of magnetism, differences between DC and AC, and calculations of RMS and average values. Practical applications and problem-solving are emphasised throughout the course.

## Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

- Possess a MQF Level 1 qualification in Mathematics, English or Maltese Language.
  - Individuals who do not possess these requirements will be requested to complete a Jobsplus-approved pre-assessment test to determine the learner's level of competence and a pass (45%) is required to be eligible

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## TRADES





### INTRODUCTION TO CARPENTRY

 30 Tuition hours       Classroom-based training

This course covers the use of carpentry tools and equipment, handling of various carpentry materials, understanding of joinery components, and application of different materials and fittings. It also provides knowledge on various finishes and emphasises on health and safety.

#### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age

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### AWARD IN PRINCIPLES OF GARDENING AND LANDSCAPING


 144 Tuition hours       Classroom-based training

 MQF Level 2

This course provides a comprehensive understanding of gardening and landscaping principles. It covers soil management, composting, fertilization, plant selection and maintenance, pest and disease control, irrigation, tree and shrub care, and landscape design. It also emphasises safety measures, customer satisfaction, and environmental regulations.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- While not strictly mandatory, a MQF Level 1 qualification in Mathematics, English and Maltese Language is highly recommended to support your learning throughout the course.

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## AWARD IN CARPENTRY AND JOINERY



 157 Tuition hours       Classroom-based training

 MQF Level 2

This course delves into the fundamentals of carpentry and joinery, focusing on safety protocols, effective use of tools, timber classification, joinery techniques, machine operation, assembly of fittings, and troubleshooting. It also highlights the importance of environmental compliance, energy efficiency, and clear communication.

### Entry requirements

- Must have completed compulsory schooling and be up to 65 years of age
- Should be able to communicate and understand English or Maltese effectively

 Charles Zammit       2220 1608       More details       Email us

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